

**FY-16 SENIOR ENLISTED CONTINUATION BOARD (SECB)
FREQUENTLY ASKED QUESTIONS - Last updated 3 February 2016**

1. Q: Who is eligible for the (SECB)?

A: The SECB will consider Active Component (AC) and Full-Time Support (FTS) E7-E9 personnel with at least 19 years of active service computed from their Active Duty Service Date as of 28 February 2015 and three years time-in-rate (TIR) as of 30 June 2015, and E7-E9 Selected Reserve (SELRES) and Voluntary Training Unit (VTU) personnel with at least 20 years of qualifying service as of 28 February 2015, and three years TIR as of 30 June 2015.

2. Q: Who is ineligible for the SECB?

A: Personnel who, as of 24 July 2015, have a NAVPERSCOM approved request to transfer to the Fleet Reserve or approved request to retire on or before 1 September 2016, will be exempt from the SECB. All requests must have final authorization, not message of intent. Approved requests will not be modified subsequent to 24 July 2015.

Personnel selected for Chief Warrant Officer (CWO) by the board held in January 2015 or selected by the FY-16 advancement boards are not eligible and shall not be considered. CWO selectees who subsequently decline appointment or are removed from the selection list prior to 30 June 2015 and meet all other SECB eligibility criteria will be considered.

3. Q: Are there any other ineligible categories for the SECB?

A: No.

4. Q: Why is the Navy conducting a SECB this year with critical senior enlisted leadership manning issues in deploying forces?

A: This board is part of the Navy's performance-based culture. It is meant to ensure our Sailors have the top quality leaders they deserve.

5. Q: How will Sailors know if they are being considered by the board?

A: Individual Sailors should view/download their own board eligibility profile sheets at the Navy Advancement Center page of Navy Knowledge Online after 8 June 2015. Once logged into NKO, Sailors should select "Navy Advancement Center" under the Career Management tab. There will then be an option to select "Senior Enlisted Continuation Board Eligibility Profile."

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6. Q: How will commands know if Sailors in their command are being considered by the board?

A: NETPDTC will publish the names of eligible candidates after 8 June 2015 by posting them to the Navy Enlisted Advancement System (NEAS) website, which is accessible by command designated personnel. Names will also be posted on BUPERS online (BOL).

7. Q: What action is required by the command?

A: Commands are directed to review for accuracy their SECB eligibility listing and re-verify weekly until 2 December 2015. If an eligible candidate is not listed, commands must submit name to PERS-802 requesting member be added to SECB eligibility list by 29 June 2015. For removing candidates from eligibility, commands must submit changes by email to PERS-802 NLT 29 July 2015. Point of contact can be found in NAVADMIN 088/15.

8. Q: Will this board have quotas?

A: No. This is a performance-based board.

9. Q: How will the board decide which Sailors to continue?

A: Documented misconduct and substandard or marginal performance will be the primary reason for which eligible Sailors are not continued. Refer to NAVADMIN 088/15 for the basic performance indicators that the board will consider.

10. Q: Am I required to submit any applications, forms or statements to justify my continuation?

A: Eligible candidates are responsible for ensuring their records are correct and up-to-date with the latest evaluations, awards and other appropriate information. Candidates are encouraged to review BUPERSINST 1430.16F, Chapter 12 and MILPERSMAN 1070-080 concerning selection board record review and OMPF corrections. Eligible candidates should review their enlisted permanent personnel record via the "Official Military Personnel File (OMPF) My Record" option on BUPERS Online (BOL) or by ordering a CD ROM of their complete record. If there are documents that candidates would like the board to review that are not viewable via "OMPF My Record," they must submit those documents, along with a signed cover letter to the Continuation Board President, to be reviewed by this board. Any documents the member has verified as missing from their OMPF may be

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submitted as a "letter to the board." Additional guidance is contained in NAVADMIN 088/15.

11. Q: When is my letter to the board due?

A: Candidates' signed letters to the board must be received by Navy Personnel Command's Customer Service Center by 16 November 2015.

12. Q: Can my command submit correspondence or additional documentation on my behalf?

A: No. Correspondence to the board must be originated by the eligible candidate and submitted under a signed cover letter in the format provided at <http://www.npc.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx>. Correspondence to the board originated by other than the eligible candidates will not be accepted or considered.

13. Q: When will the results of the board be released?

A: Anticipate release of the board results in January 2016.

14. Q: How will Sailors be notified if they have not been selected for retention?

A: Commanding Officers will personally and confidentially notify those Sailors not selected for continuation. Notification Procedure details can be found in NAVADMIN 088/15.

15. Q: I am the CO, XO or CMC and I do not have command access to BOL, is there another means for command leadership to receive the results?

A: No. Commands will need to contact the BOL help desk at npc_it_service_desk@navy.mil or 1-800-951-6289/DSN 882-4717 for access. Help Desk Hours of Operation are Monday - Friday, 0630 - 1700 CST.

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16. Q: When will Sailors not selected to continue have to transfer to the fleet reserve or retired list?

A: If not approved for an operational waiver, 1 September 2016 is the last authorized effective date for Sailors not selected to continue to transition to the Fleet Reserve/Retirement/Retired Reserve (with or without pay). If approved for an operational waiver, 1 December 2016 is the last authorized effective date for Sailors not selected to continue to transition to the Fleet Reserve/Retirement/Retired Reserve (with or without pay).

17. Q: If I was not selected to continue do I have to submit a request to transfer to the fleet reserve or retired list?

A: Yes. Sailors not selected to continue must submit a Fleet Reserve/retirement (with or without pay) request to PERS-836 for AC and FTS and PERS-912 for SELRES and VTU NLT 15 March 2016.

18. Q: I was not selected to continue and have an approved fleet reserve or retirement date after 1 September 2016. Do I have to submit a new request?

A: Yes. Sailors not selected to continue must submit a new Fleet Reserve or retirement request NLT 15 March 2016 for a Fleet Reserve or retirement date of 1 September 2016 or earlier.

19. Q: If I was not selected to continue, am I eligible for a subsequent advancement board?

A: No. Personnel not selected to continue are ineligible for further advancement consideration.

20. Q: My command is losing a Chief as a result of the continuation board, when should we expect a replacement?

A: Not all personnel losses will generate a requisition for a backfill. Personnel assigned in excess of NMP will not normally be backfilled. Additionally, personnel assigned in excess of paygrade allowance may generate requisitions at a lower paygrade level. The Enlisted Personnel Requisition System will generate requisitions based on NMP vacancies and will be filled based on Manning Control Authority (MCA) priorities. Commanding Officers or designated personnel are encouraged to communicate any manning shortages with their respective Placement Coordinator and their contact information is available on the cover page of

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the command Enlisted Distribution and Verification Report (EDVR).

21. Q: Will all the losses resulting from the continuation board be replaced?

A: No. Losses may or may not generate a requisition for a replacement, based on the command's manning. Commanding Officers or designated personnel are encouraged to communicate any manning shortages with their respective Placement Coordinator

22. Q: Should my command expect a named replacement for the CPO we will be losing?

A: Not necessarily. If a requisition is generated for a replacement, and if it is prioritized by the Manning Control Authority to be advertised in CMS-ID for Sailor applications and detailer action, a replacement may be selected and identified during a CMS-ID cycle. Commands should monitor CMS-ID for applications being submitted for their commands, and rank/provide command comments on those applications for the detailers to consider when making their selections.

23. Q: What should my command do to request a backfill?

A: Commanding Officers or designated personnel are encouraged to communicate any manning shortages with their respective Placement Coordinator. In some cases, commands may submit an Enlisted Manning Inquiry Report (EMIR) to provide specific manning concerns (reference MILPERSMAN 1306-108).

24. Q: Does my command need to request a PRD adjustment for Sailors not selected to continue?

A: No for AC/FTS Sailors not selected for continuation. They will have an estimated date of loss to the Navy (EDLN) applied to their record and if applicable, this will generate a requisition.

Yes for SELRES/VTU Sailors not selected for continuation. Commands will adjust the PRD.

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25. Q: What Manpower Availability Status (MAS) code should be assigned to SELRES/VTU Sailors not selected to continue?

A: Per RESPERS M-1001.5, members not selected to continue must be assigned MAS code "ACB".

26. Q: Will Sailors not selected for continuation have their unearned portion of their Critical Skills Retention Bonuses (CSRB) or Selective Reenlistment Bonus (SRB) recouped?

A: AC/FTS Sailors not selected for continuation shall have the unearned portion of any CSRB recouped based on date of transfer to Fleet Reserve or retirement, whichever occurs first. For questions regarding recoupment, contact Ms. Brenda Billingsley (OPNAV N130D) at (703) 604-4918/DSN 664, or via e-mail at brenda.billingsley@navy.mil.

SELRES Sailors not selected for continuation shall have the unearned portion of any SRB recouped based on the date of transfer to the Retired Reserve. For questions regarding recoupment, contact Mr. James Johnson (CNRFC N1C2) at (757) 322-2245, or via e-mail at james.p.johnson@navy.mil.

27. Q: I am a SELRES on mobilization orders and I was not selected to continue. However, I will reach my HYT date during the 6 months after mobilization while completing my Post-Deployment Health Reassessment (PDHRA). Will I be transferred into the VTU or will I be automatically granted a HYT waiver and remain in a SELRES status?

A: Per MILPERSMAN 1160-120, SELRES who reach their HYT gate while mobilized will be transferred to the VTU by the end of the month in which the HYT date occurs and may continue on mobilization orders. SELRES that are not selected to continue will be authorized to remain in the VTU for a maximum period of six months beyond their demobilization date to ensure completion of the mandatory PDHRA. HYT waivers are not automatically granted.

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28. Q: I am a SELRES/VTU Sailor and was not selected to continue. What is the latest date I can execute/be identified for mobilization orders?

A: Once not selected to continue, the "ACB" MAS code will identify the member's status and he/she will no longer be eligible to be identified or execute additional mobilization orders. However, SELRES/VTU members with orders to or currently mobilized who are not selected to continue will be allowed to complete their mobilization tour and transfer following a maximum period of six months after demobilization. All Sailors currently on IAMM/GSA/OSA/Mobilization orders who are not selected to continue are directed to email PERS-833 at ENLISTED-POSTBOARD@navy.mil to complete an IAMM/GSA/OSA/Mobilization notification letter.

29. Q: If I was not selected to continue can I still execute AT/ADT/ADSW orders?

A: Yes, if funding is available. However, the member must complete the AT/ADT/ADSW orders in time to transfer to the Retired Reserve (with or without pay) NLT 1 September 2016.

30. Q: I am a SELRES/VTU Sailor and was not selected to continue. How far in advance can I drill in Fiscal Year 2016 (FY-16)?

A: Personnel not selected to continue and transferring to the Retired Reserve on 1 September 2016 are only authorized to complete 44 Inactive Duty Training (IDT) periods in FY-16.